TENNESSEE SES MONITORING

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" The SEA must develop, implement, and publicly report on standards and techniques for monitoring the quality and effectiveness of services offered by approved SES providers…" ESEA Title I, Section 1116 (e)(4)

FOCUS of DISCUSSION

- **Monitoring Process & Procedures**

- **Monitoring Instruments**

- **Preparing for Monitoring**

- **Compliance Status**

SES MONITORING PROCESS

GOALS:
Quality—Effectiveness---Compliance

http://tn.gov/education/fedprog/fpses.shtml

TENNESSEE DEPARTMENT OF EDUCATION
Office of Federal Programs

Process for Monitoring
Supplemental Service Providers
2010-2011

OVERVIEW

The Tennessee Department of Education (SDE) is required under the *No Child Left Behind Act of 2001* (NCLB) Section 1116(e)(4)(d), to develop, implement, and publicly report on standards and techniques for monitoring the quality and effectiveness of the services offered by approved Supplemental Educational Services (SES) providers.

The purpose of this document is to assist SES providers in their preparations for program monitoring. It is recommended that providers download, review, and print the following documents:

On-Site Monitoring Instrument
On-Site Observation Checklist

Documents can be found at http://www.tennessee.gov/education/fedprog/fpses.shtml.

MONITORING PROCESS

The monitoring process addresses requirements of SES providers as stipulated in NCLB and will verify compliance with narratives and assurances in the SES provider's application. All providers will participate in On-Site Monitoring in 2010-2011.

On-Site Monitoring

The purpose of on-site monitoring is to ensure that students are receiving SES instruction as described in the provider's approved application. Providers will receive notification three (3) business days prior to the scheduled visit. Site visits will focus on the following:

Review of pertinent documents
On-site observations
Interviews

These visits will be conducted by one or more Department of Education SES Consultants, SDE staff, and/or other trained personnel, who will visit at least one site per SES provider. Monitors will expect to observe the tutoring site and tutoring session(s).

To complete the on-site review, the monitoring team will use the following:

On-Site Monitoring Instrument (items marked to show compliance or non-compliance)
On-Site Observation Checklist (a "snapshot" of SES program instruction)
Providers can expect to receive additional unannounced visits for the purpose of monitoring instruction. Monitors will use the **On-Site Observation Checklist.**

MONITORING PROCESS COMPONENTS

ONSITE

MONITORING

ONSITE

OBSERVATION

On-Site Monitoring..

Focus:

1. Review of pertinent documents related to the On-Site Monitoring Instrument
2. "On-Site Observation Checklist" utilized for a "snap shot" of SES instructional program
3. Interviews with staff, parents, and LEA

Site visits:

1. Provider notification three (3) business days prior to scheduled visit
2. Monitoring conducted by TN DOE staff and/or other trained personnel
3. Monitors will observe the tutoring site and tutoring session(s)
4. Minimum of one (1) site visit, per Provider

PREPARING FOR ON-SITE MONITORING

What does it take?

Each Tutoring Site Should..

➢ Complete the "On-Site Monitoring Instrument" as a self-assessment.

➢ Designate a person responsible for the documentation file, in the absence of the site coordinator.

➢ Ensure that staff and tutors are knowledgeable of the "On-Site Monitoring Instrument".

➢ Set up a file for documentation of evidence that is readily available for monitors.

➢ Prepare a quiet place for compliance monitoring.

➢ Have available a copy or the provider's most recently approved SES application.

Tennessee Department of Education
SUPPLEMENTAL EDUCATIONAL SERVICES
ON-SITE MONITORING INSTRUMENT
2010-2011

Bruce Opie
Commissioner of Education
Debra E. Owens, Ph.D.
Executive Director of Federal Programs

SES ON-SITE MONITORING INSTRUMENT

Provider Requirements	*Yes*	*No*	*N/A*	*Evidence*
1. The provider does not offer financial incentives or other gifts to recruit parents to enroll their child for SES services.				Recruitment brochures, flyers, and posters Interviews with parents, teachers, LEA or school personnel Other_____
2. The location of services where students receive tutoring is consistent with the provider's application.				On-site visit/observation. Schedules of tutoring showing location (s)
3. The content areas(s) tutored are consistent with the provider's application (math and/or reading).				Curriculum materials Interview with tutors Observation of tutoring session Other_____
4. The grade levels of students receiving tutoring are consistent with the provider's application.				Interview with students Observation of tutoring session Copies of records showing grade levels of students Other_____
5. The provider's mode of instructional delivery (example: group size, individual, computer-aided, distance learning/internet, and the student/teacher ratio) is consistent with the provider's application.				On-line virtual tutoring (tutor participating) On-line software tutoring Computer-aided instruction (at tutoring site or computer supplied by provider) Observation of tutoring session. Other_____
6. The provider follows the LEA policies and procedures in <u>computer/internet</u> use by students. *ESEA TITLE I, Section 1116(e)(4)(B)*				Copy of LEA policy or usage agreement (applies when using school/district computers) **OR** Copy of provider's policy or guidelines on computer and/or internet use.
7. If the provider uses the Internet for tutoring, the provider obtains written parental permission before communicating with students under the age of 13 via e-mail or Internet. *Title XIII, Children's Online Privacy Protection Act of 1998*				Program does not tutor children **under the age of 13.** Documentation of written parental/guardian permission Other_____
8. If the provider uses the Internet for tutoring, provisions have been made for the State, LEA, school administrators, and parents to access files for review at any time. *(Title XIII, Children's Online Privacy Protection Act of 1998)*				**REQUIRED:** Policy or guidelines that address <u>access</u> to student internet files (includes knowledge of the *Children's Online Privacy Protection Act).* Documentation of <u>staff training</u> and <u>communication</u> on provisions for access of student internet files, with all required stakeholders.

On-Site Observation Checklist:

➢Is used to document the instructional program

➢Is conducted during <u>announced</u> and <u>unannounced</u> visits

SES Tutoring Observation Checklist

Observation and Comments	Yes	No	Not observed on this day
Program Management			
1. The tutoring session begins and ends as scheduled.			
2. An established procedure is in place for students to follow when they arrive.			
3. Attendance is recorded using student sign-in sheets, signed by students, or student finger scans.			
4. The ratio of adults/tutors to students is 1:1 or does not exceed 1:5.			
Comments:			
Student Safety			
1. A procedure is in place to ensure that students arrive safely and are released to the appropriate designated person.			
2. Furniture is appropriate for student size.			
3. Emergency exit procedures are posted.			
4. Tutors are aware of emergency procedures.			
5. Emergency contact information is available for each student.			
Comments:			

Scale 1-5 (Least Effective to Most Effective)

Instruction/Learning Climate	1	2	3	4	5
1. Students receive instruction that is aligned with Tennessee academic content standards.					
2. The tutor utilizes the Student learning Plan (SLP) to target instruction to each student's academic needs.					
3. The tutor has access to the provider's assessment results for each student.					
4. Grouping of students and pace of lessons are appropriate for developmental levels/needs of students.					
5. Students are actively engaged in the learning process.					
6. Multiple and varying instructional strategies are used.					
7. Sufficient materials and supplies are available to meet the needs of the students.					
8. The environment is conducive to learning.					
Comments:					
Tutors					
1. The tutor appears confident and knowledgeable in his/her ability to teach the subject.					
2. The tutor's management style/strategies enhance the quality of instruction.					
3. The tutor gives immediate, appropriate feedback during the tutoring.					
4. Tutors and students interact in respectful ways.					
5. Tutors use positive techniques to guide student behavior.					
Comments:					

MONITORING FEEDBACK

On-Site Monitoring

End-of-year Report

On-Site Report
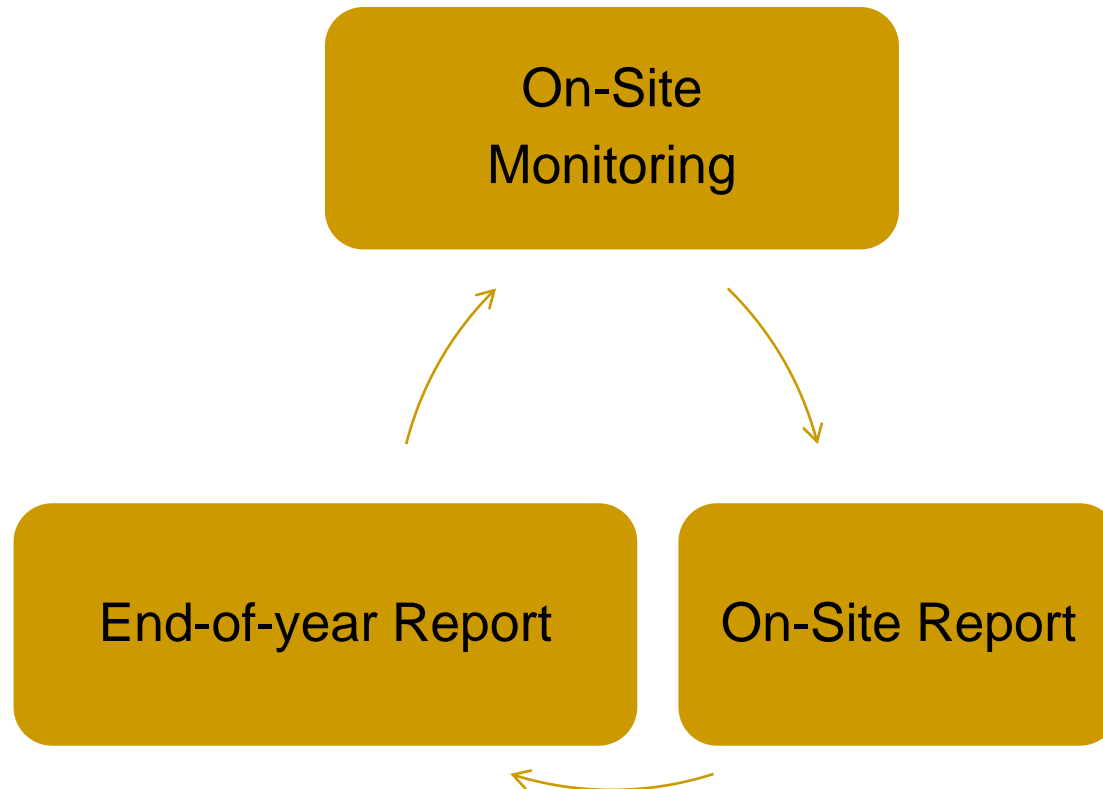
COMPLIANCE STATUS

How do we know?

MONITORING PROCESS
Results

ONSITE

MONITORING

*Five business days to resolve issues of non-compliance

*Compliance Action Plan Agreement needed for unresolved issues.

ONSITE

OBSERVATION

"You look no better in stripes than I do!"

Contact Information

SUBMIT monitoring documentation to:

Supplemental Educational Services

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